



Dallas Retirement Village

Scholarship Application Instructions:

The Dallas Retirement Village scholarship program is designed to encourage employees and young adults in the community to continue their education to enhance their professional development. The committee will annually reward scholarships to DRV employee(s) and Polk county graduating High School student(s) based off of our scholarship funding. These awards will be given once a year and other smaller awards under \$200 will be a case by case basis throughout the year given to employees only.

QUALIFICATIONS:

Employee Scholarship: Employed for a minimum of 6 months and work a minimum of 20 hours a week. Scholarships will only be given to employees seeking a degree or certification that will be beneficial to the employee and to DRV.

Polk County Graduating High School Student: Applicant must have worked for or volunteered for DRV (current or past). Students must be enrolled in at least a part-time class schedule to qualify. (6 credit minimum)

SELECTION PROCESS:

The Dallas Retirement Village Scholarship Committee will make all final scholarship selections. The committee will consider overall presentation and completeness of the application and all other forms that are outlined below. Notification of results for the two larger awards will be given to the applicant.

Instructions:

1. **Please read and complete the application thoroughly.** You must include the items listed below along with your application. **Incomplete application packets will not be considered; don't forget to sign your application!** Please contact the Human Resource office at 503-623-5581 if you have questions or need assistance.
2. Completed application packets must be received at the front desk at DRV. Date to be set for each year – typically in May. Once date is set, no late applications will be accepted.

Mailing & Physical Address

***DRV Foundation Scholarship Committee
377 N.W. Jasper St
Dallas, OR 97338***

3. Along with completed application the following must be included with your application:
 - a. Copies of your most recent high school or college unofficial academic transcripts.
 - b. A typed one page essay which includes a personal goal statement about your career aspirations and plans, a brief personal assessment of your strengths and weaknesses and a description of your extra-curricular and community service activities.
 - c. **ONE** signed letter of reference from a teacher, school counselor or employer (references from family members will not be accepted).
 - d. A current, typed resume; please include paid and volunteer work experience.

Don't forget to sign your application!!